



YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record? Files essential to fulfill obligations to State employees
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Will have one central COM file in office, plus Archives security copy.
X		i. Is this series (or a major portion of it) regularly microfilmed? Will be COM
X		j. Does the record series result in a computer printout? From 1971 to 1978 file is bound computer printout

**11. Retention Requirements** The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	0	years.
b. Statute of limitation	0	years.	e. Administrative need	50	years.
c. Federal law	0	years.	f. Federal retention instructions	0	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

This file is needed to provide accountability for each members retirement contributions and credit.

**12. Approved Disposition Instructions** This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See below then,

☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then

☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then

☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then

☐ Destroy.

☐ Transfer to State Archives for permanent retention.

☒ Other (Specify)

Office COM Copy - Cut off files end of each fiscal year; hold in current files area 50 years; then destroy.

Security COM Copy - Transfer immediately after creation to Records Center; hold 50 years; then destroy.

Bound Computer Printout File - Cut off file immediately; hold in current files area until verification of COM file; then destroy.  
(FY 1971 to FY 1978)  
(One-time disposition)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>		<i>[Signature]</i>	11-20-78
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	12-5-78
		Secretary of State/Designee	12-4-78
		Attorney General/Designee	12-5-78